Connect Create Collaborate

**Daniel Halden <daniel.halden@lacity.org>**

# COMMUNITY CONFERENCE: Information for Tabling Departments and Panelists

**George Hakopiants** <george.hakopiants@lacity.org> Thu, Nov 15, 2018 at 5:44 PM
To: Bladimir Campos <bladimir.campos@lacity.org>, "Martinez, Thomas" <ThomasJ.Martinez@ladwp.com>, "Tsang, Jenny" <jenny.tsang@ladwp.com>, lcabrales <lcabrales@inquilinosunidos.org>, Xanat Rosas <xanat.rosas@lacity.org>, maria.sanchez@ladottransit.com, Jeffrey Hsu <Jeffrey.Hsu@lacity.org>, Linda Lou <linda.lou@lacity.org>, blair.smith@lacity.org, Tommy Newman <tnewman@unitedwayla.org>, tesciau@epath.org, Dominic Choi <32350@lapd.online>, Gabriel Miranda <gabriel.miranda@lacity.org>, Meg Barclay <meg.barclay@lacity.org>, scottsale@safeparkingla.org
Cc: Dan Halden <daniel.halden@lacity.org>, Marisol Rodriguez <marisol.rodriguez@lacity.org>

Dear Guests:

Thanks again for being a part of our final Community Conference! We so appreciate you taking time out of your Saturday morning to join us.

I wanted to touch base with you before this Saturday with some additional information, to help make this process as seamless as possible.

Please see all of the points below:

- **STAFF CONTACTS:** I will be on-site early, at 8:00 AM to help set up and make sure everything is running smoothly. I will be your primary staff contact for the morning of the event, should you have any questions. My colleague Dan will be the other point of contact, in the event that you are unable to reach me.
    - **PRIMARY CONTACT - GEORGE HAKOPIANTS: 213-261-1467**
    - **SECONDARY CONTACT - DANIEL HALDEN: (213) 254-7214**
- **RESOURCE TABLE CALL TIME: Please arrive by 8:45 AM.** We will have pastries and coffee available for you in the morning! Guests are expected to begin trickling in by 9:30 AM. Your tables will be set up for you outside, so all you need to bring is your materials. Please check in with me when you arrive so that I can show you to your table.
- **PANELIST CALL TIME:** Unless you are also staffing a resource table outside in addition to being a panelist, **please arrive by 9:15 AM.** The panels will be taking place on the 3rd floor of the Student Union building. Please check in with me when you arrive so that I can guide you to where you need to be.
- **PARKING:** Free parking is available at **Lot 4**, located on **770 N. Heliotrope Drive**. Once you park in the structure, the Student Union is a short trek away.
- **TECH SPECS:** If you are a panelist, please be sure to have a **VGA Adapter.** An A/V Technician will be on-site throughout the day to assist with all tech matters. His name is Stan Woo, and he can be reached at **woosy@lacitycollege.edu or 323-953-4000 x 2872** if you have additional questions related to tech.

Please let me know if you have any questions.

Thanks again, looking forward to meeting and seeing you all again this Saturday!

Best,
George

--

**George Hakopiants**
Field Deputy: East Hollywood
Office of Councilmember Mitch O'Farrell, Council District 13
1722 Sunset Blvd. Los Angeles, CA 90026
Phone (213) 207-3023 | Fax (213) 207-3031 | www.cd13.lacity.org